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PROPERTY ACCOUNTABILITY

ACCOUNTING FOR IN-USE NONEXPENDABLE PROPERTY

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CHAPTER 1 INTRODUCTION

Section I. GENERAL

1. **Purpose.** This regulation prescribes policies, responsibilities, and procedures for a uniform recordkeeping system to maintain informal accountability for in-use, nonexpendable property.

2. **Scope.** *a.* This regulation applies to all installations and activities within the U.S. Army Materiel Command (AMC) that perform functions identified with a depot mission.

b. The provisions of this regulation may, at the prerogative of the installation commander be used to satisfy the accounting requirements set forth in AMCR 735-5 for nonexpendable and expendable reportable current service tools and minor equipment.

3. **Definitions.** *a. Component Item.* As used in this regulation, component item refers to a component of a unit assembly, kit, set, chest, etc.

b. Cost Center Code. A five-digit code assigned in accordance with integrated cost accounting procedures that identify the responsible hand-receipt holder.

c. Funding and Cataloging Code. The second position of the financial inventory accounting (FIA) code. See AR 735-63.

d. Hand-Receipt Code. This code will be the five-digit cost center code.

e. Major Item. As used in this regulation, major item refers to unit assemblies, kits, sets, chests, etc., which require single line item accounting on the property book records.

f. Nonexpendable Property. Supplies and material that are not consumed in use and that retain their original identity while in use, such as machines, tools, and equipment, and that by regulation require property book accounting. These items are further defined as—

(1) **"CP" Property.** Production equipment valued at \$1,000 or more that is reportable to the Defense Industrial Plant Equipment Center (DIPEC).

(2) **"C" Property.** Other capital equipment with a unit cost of \$200 or more as defined in AR 735-5, including production equipment as follows: all production equipment with an acquisition cost of \$200 or more, up to but not including \$1,000, and that production equipment with an acquisition cost of \$1,000 or more that is not reportable to the DIPEC.

(3) **"NC" Property.** Supplies and material with a unit cost of less than \$200 that by regulation requires property book accounting.

g. Systems-Wide Project for Electronic Equipment at Depots (SPEED) Equipment Category Rollup Code (ECRC). A four-digit code, assigned by AMC, to identify specific types and categories of equipment. This code is used as a rollup code for preparing consolidated reports and for reporting to higher headquarters.

h. Organizational Supply Officer. An individual authorized by a commander to request non-expendable property from the accountable property officer.

i. Reportable Item Control Code. A code that categorizes reportable equipment as to material readiness significance. See AR 711-5 for codes and explanation.

4. **Policies.** *a.* Property book accounting for in-use, nonexpendable property will be performed by a central services activity.

b. Authority to request nonexpendable property from the accountable officer will rest with the organization supply officer, who will not further issue nonexpendable property on hand receipt except to the individual user. Subject to the foregoing restriction, the organization supply officer may serve as a hand-receipt holder.

c. Authority to request expendable property from the accountable officer may rest with either the organization supply officer or hand-receipt holder. In the event such authority rests with the latter, the organization supply officer will control assignment of voucher numbers in such a manner as to preclude duplication.

d. The property book officer and organization supply officer will be appointed by the installation commander. Organization supply officers so appointed will be the minimum number consistent with economical and efficient supply operations. Hand-receipt holders will be designated by the organization supply officer subject to the approval of the property book officer.

e. The unit identification code (UIC) assigned pursuant to AR 18-50 will be reflected on listings and reports of the property book records/files in accordance with AR 735-35.

5. **References.** ARs 711-5, 711-140, 735-5, 735-11, 735-20, 735-35, and 735-63.

Section II. RESPONSIBILITIES

6. **Installation and Activity Commanders.** *a.* Insure that in-use, nonexpendable property is properly safeguarded, accounted for, and administered.

b. Establish a central property accounting activity to administer in-use, nonexpendable property.

c. Appoint a property book officer for each property book for which he is responsible and an organization supply officer for each organizational element authorized to request equipment from the property book officer.

d. Furnish essential information requested by higher headquarters for reporting inventory, replacement, and other data.

7. **Central Services Activity Officers.** Conduct overall property administration at the installation.

8. **Accountable Property Officers.** Assign stock numbers to and develop a catalog of non-standard items issued.

9. **Property Book Officers.** *a.* Maintain records outlined in this procedure, and insure that records are available to the equipment coordinator for use in the equipment coordinator program.

b. Initiate internal operating procedures to insure adequate control of in-use nonexpendable property.

c. Insure that organization supply officers are trained in applicable supply procedures.

d. Maintain a schedule and record of inventories of the property book account.

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- e.* Insure that inventories are performed at intervals specified in paragraph 3-5, AR 735-35.
 - f.* Approve or direct transfer of property between organization supply activities.
 - g.* Review supply documents for accuracy prior to submission to the accountable officer.
- 10. Organization Supply Officers.** *a.* Designate subordinate hand-receipt holders for the approval of the property book officer.
- b.* Approve request for issue or turn-in submitted by subordinate hand-receipt holders to the accountable officer.
 - c.* Approve lateral transfers between subordinate hand-receipt holders.
 - d.* Insure that property requested is authorized by table of distribution and allowance (TDA) or other authorization media.
 - e.* Prepare requests for issue, transfer, and turn-in, reports of survey, and inventory adjustment reports.
 - f.* Maintain an informal register of supply transactions to insure that document numbers are not duplicated.
- 11. Hand-Receipt Holders.** *a.* Initiate requests for issue, transfer, and turn-in, and reports of survey, inventory adjustment reports, and quarterly report of operations, breakage, and losses.
- b.* Provide justification for new requirements.
 - c.* Assume direct responsibility for property on hand receipt.
 - d.* Perform physical inventory in accordance with paragraph 3-5, AR 735-35.
 - e.* Insure that excess and unserviceable property is turned in.

CHAPTER 2 PROCEDURES

Section I. GENERAL

12. Document register for supply actions. *a.* The property book officer will maintain a suspense file of all documents relating to a given transaction in lieu of DA Form 2064 (Document Register for Supply Actions). This file will be maintained in chronological order within cost center code—Federal stock number (FSN) sequence until the transaction is complete.

b. After the transaction is completed and posting has been made and verified, all documents, except the initial document, DA Form 2765-1 (Request for Issue or Turn-in (Manual)), the program load documents, AMCTAB Form 5041 (Property Book Detail Card), and the terminal documents (hand receipts, etc.), will be destroyed.

13. Property Book Accounting Files. The property book officer will maintain files to support entries to the property book records, hand-receipt accountability, component item overages and shortages, and physical inventory. These files will be maintained as specified below:

a. Transaction File. This file will include original hard copy documents to support issues, turn-ins, lateral transfers, and adjustments. Documents will be filed in document-number sequence within cost center code.

b. Catalog Data Record History File. This file will consist of input cards for catalog data record additions, deletions, and changes. These cards will be filed in stock-number sequence.

c. Organizational Data Record History File. This file will consist of documents used to update the organizational data records segment and will be filed in FSN, cost center code, and date sequence.

d. Hand-Receipt File. This file will consist of signed copies of the hard copy AMCTAB Form 5042 (Hand Receipt Card). These cards will be filed in FSN sequence within cost center code. Prior to entry into the file, hand-receipt will be authenticated by the property book officer and hand-receipt holder by comparison with the suspended material release order (MRO), property book detail card and request for issue. The MRO may then be destroyed.

e. Component Item Overage/Shortage File. This file will reflect component item overages and shortages as listed on DA Form 2062 (Hand Receipt/Annex No.) by the hand-receipt holder. DA Form 2062 and associated supply publications will be filed in major-item-stock-number sequence within cost center code.

f. Inventory File. This file will consist of inventory listings that have been processed in accordance with paragraph 25 below. The file will include copies of associated reports of survey, inventory adjustment reports, and statement of charges. Listings and related papers will be filed in cost center code within date sequence.

g. Retention of Files. Records specified in *d* and *e* above are not subject to retention beyond the life of the hand receipt. Upon execution of associated turn-in, these records will be destroyed. Records specified in *a*, *b*, *c*, and *f* above are subject to 2 years retention beyond the year ending cutoff. These records will be retained in the current file for 1 year, transferred to the records holding area and retained 1 year, then destroyed.

14. **Accounting for Serial Numbers.** Serially numbered items of capital equipment "C" and production equipment "CP" will be accounted for by serial number.

15. **Pricing of "NC" Property.** "NC" property will be posted to the property book records at the issue price. The data processing activity will post this price to the catalog data record as it processes the AMCTAB Form 5041 (Property Book Detail Card) for issue.

16. **Pricing of "C" and "CP" property.** "C" and "CP" property will be posted to the property book records at the issue price. The price recorded in the organizational data record will not thereafter be changed except that nonserially numbered property will be priced for turn-in on a first-in, first-out basis.

Section II. ADP PROCEDURES

17. **Application.** Installations and activities having SPEED equipment configuration will administer in-use, nonexpendable property in accordance with the provisions of this section. Files, records, input to and output from data processing equipment provided for in this section, including formats and card alinements appended, are mandatory unless otherwise excepted.

18. **Master Property Book File.** This file will be maintained on magnetic tape. Property book records will be stored in the following sequence:

- a. Major—financial accounting category.
- b. Intermediate 1—stock number.
- c. Intermediate 2—table of allowances/tables of distribution and allowances (TA/TDA) authority.
- d. Intermediate 3—cost center code.
- e. Intermediate 4—equipment serial number.
- f. Minor—date of issue.

19. **Master Property Book Record.** This is a two-part record as set forth in *a* and *b* below. Format of this record is shown in appendix A.

a. *Catalog Data Record.* This is a fixed-length record. Separate records will be established for each stock number, except a new catalog data record will be established if either the financial accounting category or the TA/TDA authority on the input does not agree with the master record.

b. *Organizational Data Record.* This is a fixed-length record to indicate the cost center code to which an item has been issued. This record will be used to record data as shown below:

(1) *Type 1 record* is used to record organizational data of "NC" property. A separate record will be established for each hand-receipt holder to which the item is issued.

(2) *Type 2 record* is used to record organizational data of serially numbered "C" and "CP" property. A separate record will be established for each item issued.

(3) *Type 3 record* is used to record organizational data of nonserially numbered "C" and "CP" property. A separate record will be established for each issue.

20. **Input to Master Property Book Record.** a. *AMCTAB Form 5043 (Add/Delete Change Card #1 (Document Identifier Code ZDR)).* This card (alinement shown in para 1, app C) is used to establish, delete, or update the following data elements in the catalog data record:

- (1) Type of record code.
- (2) Federal stock number.
- (3) Financial accounting category.

- (4) TA/TDA or other authority.
- (5) Unit of issue.
- (6) Price.
- (7) Modified allowance.
- (8) Total allowance.
- (9) Component part indicator.
- (10) TA/TDA line item number.
- (11) Substitute indicator.

b. *AMCTAB Form 5043 (Add/Delete Change Card #2 (Document Identifier Code ZDS))*. This card (alinement shown in para 2, app C) is used to establish or update the following data elements in the catalog data record:

- (1) Nomenclature.
- (2) Equipment status line item number.
- (3) Funding and cataloging code.
- (4) SPEED equipment category rollup code (ECRC).

c. *Issue Card, Document Identifier Code ZDT (AMCTAB Form 5041 (Property Book Detail Card))*. This card serves to post to the property book records the issue of an item to a hand-receipt holder. It is mechanically originated by the data processing activity from an issue transaction of the depot property application. Card alinement is shown in paragraph 8, appendix C.

- (1) Data elements prepunched by the data processing activity are as follows:
 - (a) Document identifier code.
 - (b) Financial accounting category.
 - (c) Federal stock number.
 - (d) Cost center code.
 - (e) Date.
 - (f) Serial number.
 - (g) Unit price.
 - (h) Quantity.
 - (i) Unit of issue.
- (2) Data elements manually entered by the property book officer are as follows:
 - (a) TA/TDA authority.
 - (b) Equipment serial number (if applicable).
 - (c) Date of issue (if applicable).
 - (d) Budget code.
 - (e) Type of record code.

d. *Adjustment Card, Document Identifier Code ZDV (AMCTAB Form 5042 (Property Book Detail Card))*. This card serves to post those quantitative adjustments 3-7 and 3-8, AR 735-35. It is manually prepared by the property book officer using the documentation furnished by the hand-receipt holder. Card alinement is shown in appendix C.

e. *Turn-In Card, Document Identifier Code ZDU (AMCTAB Form 5043 (Property Book Detail Card))*. This card serves to post to the property book records the turn-in of an item by the hand-receipt holder to the accountable officer. It is mechanically originated by the data processing activity from a turn-in transaction of the depot property application. Card alinement is shown in paragraph 9, appendix C.

- (1) The data processing activity will prepunch the following data elements:
 - (a) Document identifier code.
 - (b) Financial accounting category.
 - (c) Federal stock number.
 - (d) Cost center code.
 - (e) Date.
 - (f) Serial number.
 - (g) Quantity.
 - (h) Unit of issue.
- (2) The property book officer will manually enter the following data elements:
 - (a) TA/TDA authority.
 - (b) Equipment serial number (if applicable).
 - (c) Date of issue (if applicable).
 - (d) Budget code.
 - (e) Unit acquisition or issue price
 - (f) Type of record code.

f. Inquiry Card, Document Identifier Code YAS (AMCTAB Form 5041 (Property Book Detail Card)). This card is used to select property book records by financial accounting category, FSN, and TA/TDA or other authority. It is manually prepared by the property book officer. Card alignment is shown in paragraph 6, appendix C.

21. Daily Output. The data processing activity will post property book transactions to the property book records daily and originate output as follows:

a. Daily Transaction Listing. This listing is a record of transactions against the property book account. Each transaction references the date of last activity, thereby establishing and audit trail.

- (1) This listing will be in the following sequence:

- (a) Major—financial accounting category.
- (b) Intermediate 1—Federal stock number.
- (c) Intermediate 2—TA/TDA authority.
- (d) Intermediate 3—cost center code.
- (e) Intermediate 4—equipment serial number.
- (f) Minor—date of issue.

- (2) The data processing activity will prepare one copy of this listing for the property book officer.

- (3) The property book officer will maintain these listings on file to resolve discrepancies in the account.

b. Equipment Status Card (General Purpose Card Form). This card serves as source data to the accountable officer to facilitate equipment status reporting. It is prepunched by the data processing activity in the card alignment shown in paragraph 4, appendix C.

c. Research Card. This card serves the property book officer as a means of researching incorrect input. The data processing activity will prepunch the research card in the card alignment of the rejected input card except that the rejecting decision code will appear in columns 4 through 6, inclusively.

d. Inquiry Listing. This listing provides the property book officer a complete print-out of the selected record including each organizational data record.

22. Other Periodic Outputs. *a. Monthly Transaction Listing.* This listing is a monthly summary of the daily transactions to the property book account. It will reflect the following data

relative to each organizational data record on which there has been activity during the preceding month: opening balance, individual transactions listed in date-posted sequence, and closing balance.

- (1) The data processing activity will furnish the property book officer two copies of this listing. One copy (the property book account copy) will be in the following sequence.
 - (a) Major—financial accounting category.
 - (b) Intermediate—Federal stock number.
 - (c) Minor—cost center code.
- (2) The property book officer will retain the property book account listing as a research medium and furnish the organization supply officer that portion of the organization supply activity listing relating to the activity. The property book officer will use the property book account listing to research physical inventory and financial accounting discrepancies.
- (3) The organization supply officer will verify closing balances shown on the organization supply activity listing against corresponding documentation, and, as necessary, annotate corrections thereto and orally initiate action through the property book officer to correct master property book records.

b. Monthly Reconciliation Listing. This listing serves the property book officer to reconcile the dollar value of "C" and "CP" property in the property book account with the corresponding general ledger balances maintained by the finance and accounting officer. The listing will reflect summaries at financial accounting category, cost center code, and a total. The data processing activity will furnish a copy of this listing to the property book officer and to the finance and accounting officer.

c. Inventory Listing. Inventory listings serve to support physical inventory as specified in paragraph 3-5, AR 735-35. Two inventory listing selections are available to the property book officer as follows:

- (1) *Type 1 selection.* This listing supports the inventory charged to a single hand-receipt holder. Upon request of the property book officer, the data processing activity will furnish the property book officer three copies of this listing in the following sequence:
 - (a) Major—financial accounting category.
 - (b) Minor—Federal stock number.
- (2) *Type 2 selection.* These listings serve to support inventory of all material in the property book account. The data processing activity will furnish the property book officer two listings of type 2 selections upon request. Listings will be prepared as follows:
 - (a) One listing (single) in the following sequence:
 1. Major—financial accounting.
 2. Intermediate—Federal stock number.
 3. Minor—cost center code.
 - (b) One listing (in duplicate) in the following sequence:
 1. Major—cost center code.
 2. Intermediate—financial accounting category.
 3. Minor—Federal stock number.

23. Requests for Issue, Issues, and Requests for Turn-In. The hand-receipt holder will initiate requests for issue and/or turn-in informally to the organization supply officer. The organization supply officer will prepare requests for issue or turn-in on DA Form 2765-1. Hard copy DA Form 2765-1 will serve as input to the depot property application to establish a requirement in the consolidated property account on requests for issue or to post turn-ins to the master item balance file. DD Form 1348-1 (DOD Single Line Item Release/Receipt Documents) may be used to issue

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material/supplies by the accountable officer. Requests for issue, issues, and requests for turn-in will be processed as follows:

a. Request for Issue of Nonexpendable Items (fig 1).

(1) The organization supply officer will:

(a) Prepare DA Form 2765-1 (three-part) in the following alinement:

1. Block A—Sent to.
2. Block B—Request is from.
3. Block 1—Document identifier code.
4. Block 2—Routing identifier code.
5. Block 3—Financial accounting category.
6. Blocks 4, 5, and 6—Federal stock number .
7. Block 7—Unit of issue.
8. Block 8—Quantity.
9. Block 9—Exception indicator.
10. Block 10—Five-digit financial accounting cost center code.
11. Block 11—Date.
12. Block 12—Serial number.

Note. An "X" punch in column 40 denotes mandatory issue (bypass freeze).

13. Block 13—Demand code.
14. Blocks 14 and 15—Program control number (PCN) or cost code.
15. Block 16—Signal code.
16. Block 17—Fund code.
17. Block 18—Delivery point.
18. Block 19—Project code.
19. Block 20—Priority code.
20. Block 21—Required delivery date.
21. Block 22—Advice code.
22. Block 23—Card columns 70 and 71, managerial segment.
23. Block 23—Card column 72, condition code.
24. Block 23—Card columns 74 through 80. These columns will be blank on issue documents. Entry will be made on issue reversals.
- (b) Forward copies 1 and 3 of DA Form 2765-1 to the property book officer.
- (c) File copy 2 of DA Form 2765-1 in suspense.

(2) The property book officer will:

- (a) Review DA Form 2765-1 for legibility, completeness, accuracy of data and authorization, and resolve apparent discrepancies.
- (b) Forward copy 1 of DA Form 2765-1 to the accountable officer.
- (c) File copy 3 of DA Form 2765-1 in suspense.

(3) The accountable officer will review copy 1 of DA Form 2765-1 for adequacy of data as input to depot property application and forward to the data processing activity.

(4) The data processing activity will keypunch DA Form 2765-1 and process to establish requirement in consolidated property account.

b. Issue of a Nonexpendable Item (fig 2).

(1) The data processing activity will:

- (a) Form the issue program of the depot property application, prepare DD Form 1348-1, an issue input card (document identifier code ZDT) prepunched in accordance with paragraph 20c(1), and 3 copies of AMCTAB Form 5042 (Hand Receipt Card (docu-

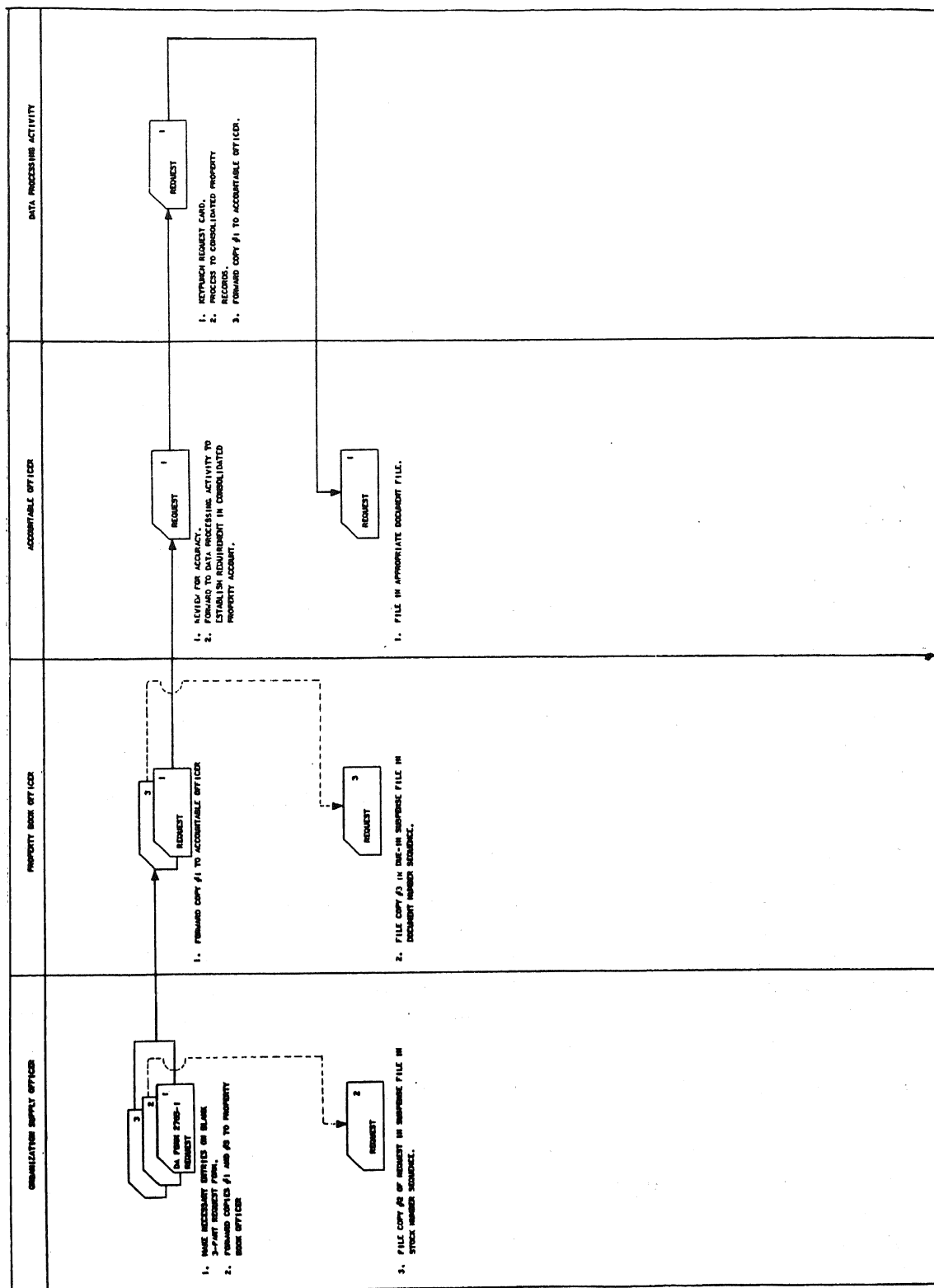


Figure 1. Document flow—Request for issue of nonexpendable items.

- ment identifier code YAT)).
- (b) Forward the DD Form 1348-1 and hand-receipt cards to the warehouse activity.
- (c) Forward the issue input card to the property book officer.
- (d) Receive the prepunched issue input card from the property book officer. Key punch overprint data.
- (e) Process issue input card to property book records and print transaction listing.
- (2) *The warehouse activity will:*
 - (a) Select property to be issued.
 - (b) Forward property, DD Form 1348-1, and hand-receipt cards to the organization supply officer.
- (3) *The organization supply officer will:*
 - (a) Receive property, DD Form 1348-1, and hand-receipt cards from the warehouse activity.
 - (b) Sign DD Form 1348-1 acknowledging receipt of property.
 - (c) Forward copy 1 of DD Form 1348-1 to the property book officer.
 - (d) Forward property and copies 1 and 2 of the hand-receipt card to the hand-receipt holder.
 - (e) File copy 3 of the hand-receipt card in the hand-receipt file in nomenclature sequence.
- (4) *The hand-receipt holder will:*
 - (a) Receive property and copies 1 and 2 of the hand-receipt card from the organization supply officer.
 - (b) Sign copy 1 of the hand-receipt card acknowledging receipt of property, and forward to the property book officer.
 - (c) File copy 2 of the hand-receipt card in the hand-receipt file in stock number sequence.
- (5) *The property book officer will:*
 - (a) Receive the prepunched issue input card from the data processing activity and file in suspense pending receipt of DD Form 1348-1 and the signed copy of the hand-receipt card.
 - (b) Upon receipt of DD Form 1348-1 and the signed copy of the hand-receipt card, overprint required data in the prepunched issue input card in accordance with paragraph 20c(2) and forward to the data processing activity.
 - (c) Destroy DD Form 1348-1.
 - (d) File the hand-receipt card in the hand-receipt file in FSN sequence within cost center code.
 - (e) Receive the processed issue input card from the data processing activity.
 - (f) Pull the matching request for issue (DA Form 2765-1) from the suspense file.
 - (g) File the processed issue input card and request for issue in the completed transaction file in document number sequence.
- c. *Request for Turn-In of a Nonexpendable Item (fig 3).*
 - (1) *The hand-receipt holder will:*
 - (a) Initiate an informal request for turn-in to the organization supply officer.
 - (b) Receive the edited request for turn-in (DA Form 2765-1) from the accountable officer.
 - (c) Deliver the property and copy 1 of the request for turn-in form to the accountable officer.
 - (d) Obtain the initials of the accountable officer's representative on copies 2 and 3 of the request for turn-in form.

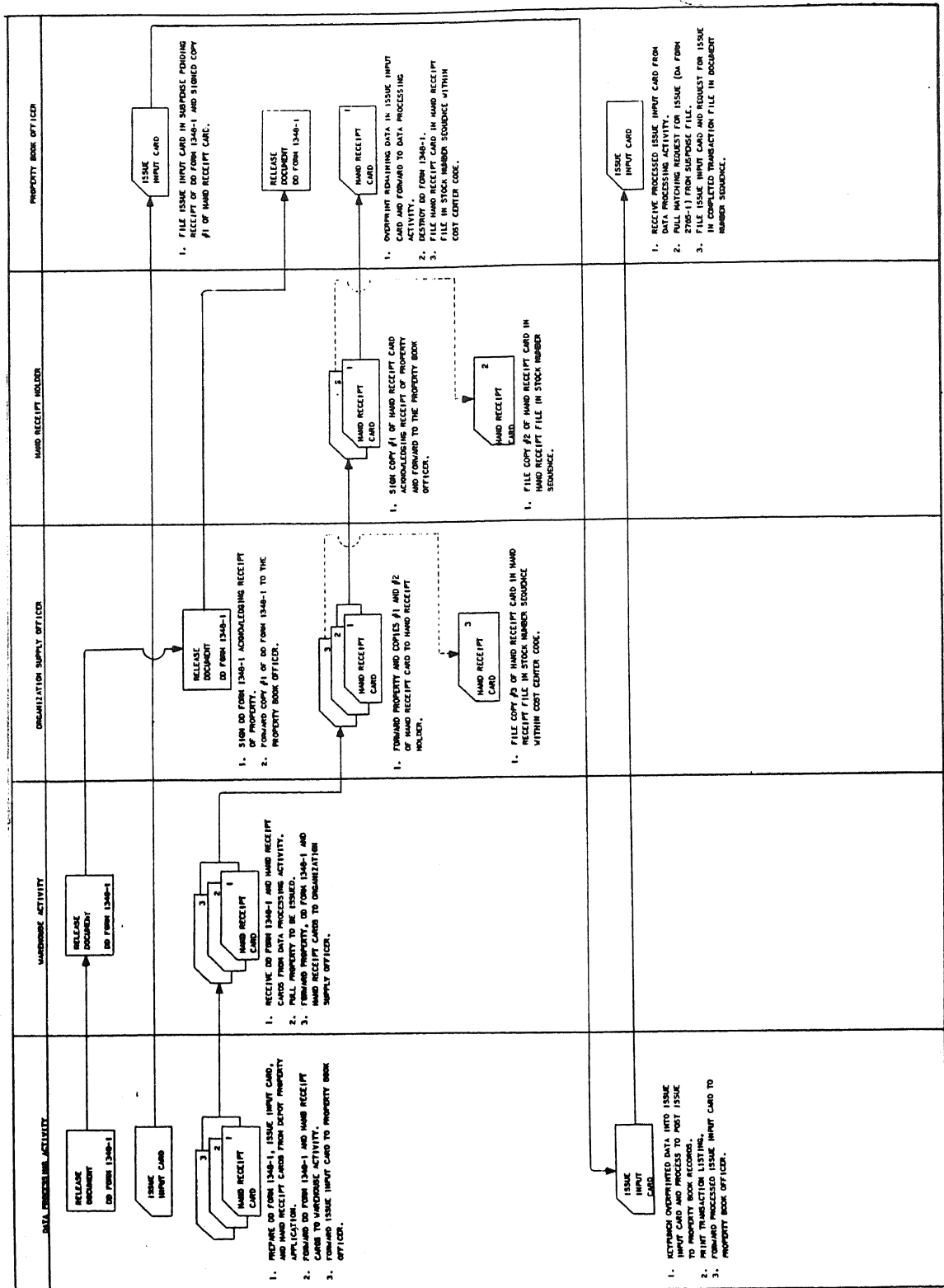


Figure 2. Document flow—Issue of a nonexpendable item.

- (e) Forward copy 3 of the request for turn-in form to the property book officer.
 - (f) File copy 2 in suspense, pending receipt of the signed hand-receipt card.
 - (g) Receive the signed hand-receipt card from the property book officer.
 - (h) Destroy the request for turn-in (DA Form 2765-1) and signed hand-receipt card.
- (2) *The organization supply officer will:*
- (a) Receive the informal request for turn-in from the hand-receipt holder.
 - (b) Remove the corresponding unsigned hand-receipt card from the file.
 - (c) Prepare DA Form 2765-1 (three-part), in accordance with the following instructions:
 - 1. Block 1—Document identifier code.
 - 2. Block 2—Routing identifier code.
 - 3. Block 3—Financial accounting category.
 - 4. Blocks 4, 5, and 6—Federal stock number.
 - 5. Block 7—Unit of issue.
 - 6. Block 8—Quantity.
 - 7. Block 9—Exception indicator.
 - 8. Block 10—Five-digit financial accounting cost center code.
 - 9. Block 11—Julian date.
 - 10. Block 12—Serial number.
 - 11. Block 13—Blank.
 - 12. Blocks 14 and 15—program control number (PCN) or cost code.
 - 13. Block 16—Blank.
 - 14. Block 17—Blank from organization, will be entered by supply accounting activity.
 - 15. Block 18—Blank.
 - 16. Block 19—Blank.
 - 17. Block 20—Blank.
 - 18. Block 21—May be blank.
 - 19. Block 22—Blank.
 - 20. Block 23—Card columns 70 and 71 blank, will be entered by the stock accounting activity.
 - 21. Block 23—Card column 72 blank, will be entered by the stock accounting activity.
 - 22. Block 23—Card columns 74 through 80. Enter the total price that will be credited for station property book items.
 - (d) Forward all copies of DA Form 2765-1 and the hand-receipt card to the property book officer.
- (3) *The property book officer will:*
- (a) Receive the unsigned hand-receipt card and 3 copies of DA Form 2765-1 from the organization supply officer.
 - (b) Review DA Form 2765-1 for legibility, completeness, and accuracy of data.
 - (c) Forward the request for turn-in (DA Form 2765-1) to the accountable officer.
 - (d) Suspend unsigned hand-receipt card.
 - (e) Receive copy 3 of DA Form 2765-1 from the hand-receipt holder and file in suspense pending receipt of the prepunched turn-in input card (document identifier code ZDU) from the data processing activity.
 - (f) Remove the signed hand-receipt card from the file and forward to the hand-receipt holder.
 - (g) Destroy the unsigned hand-receipt card.
 - (h) Receive the prepunched turn-in input card from the data processing activity.
 - (i) Overprint data therein in accordance with paragraph 20e (2) and return the turn-in input card to the data processing activity.

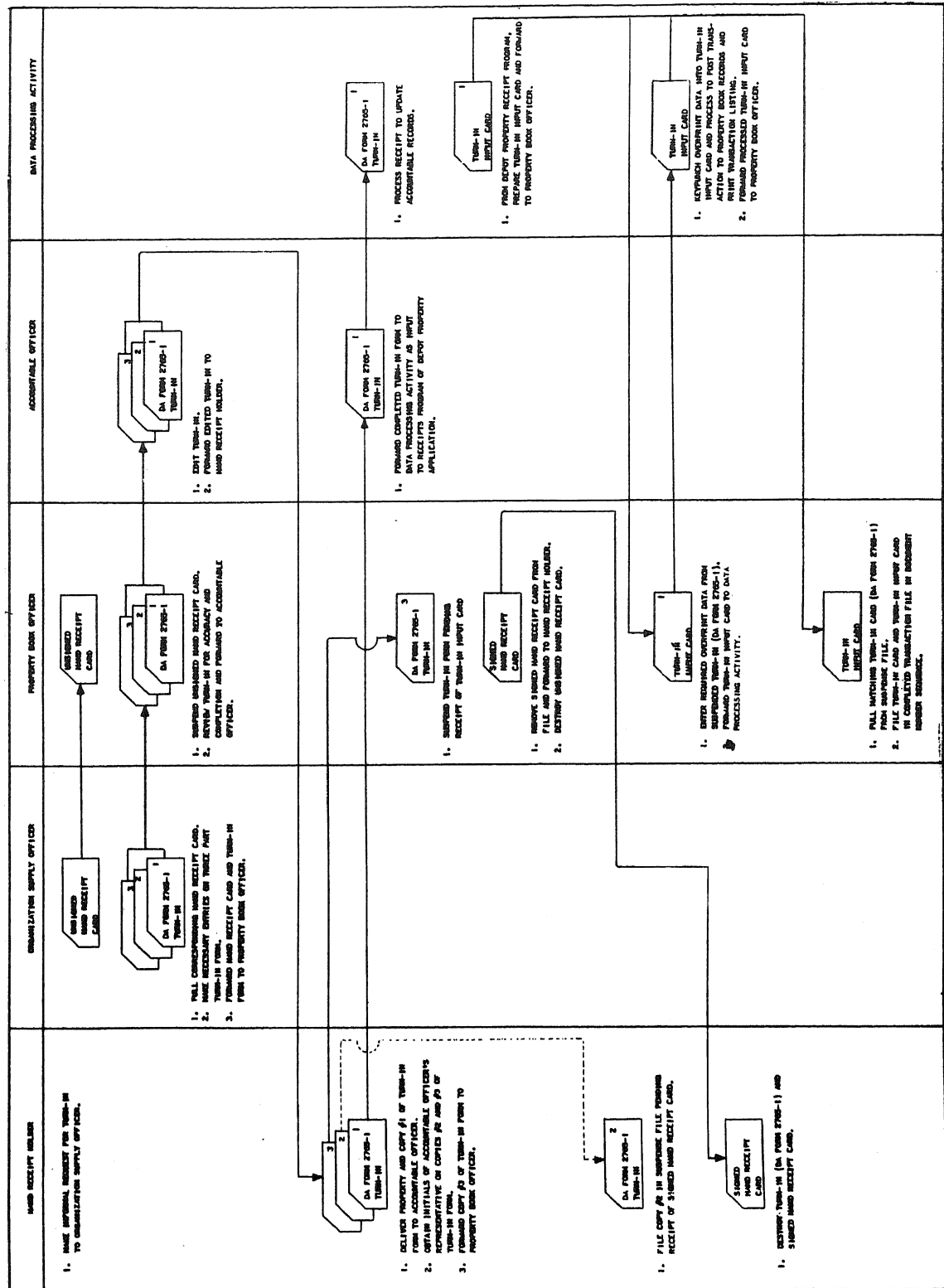


Figure 3. Document flow—Request for turn-in of a nonexpendable item.

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- (j) File the processed turn-in input card and copy 3 of DA Form 2765-1 in the transaction file.
- (4) *The accountable officer will:*
 - (a) Receive three copies of DA Form 2765-1 from the property book officer.
 - (b) Edit for accuracy and completion.
 - (c) Forward all copies of DA Form 2765-1 to the hand-receipt holder.
 - (d) Receive copy 1 of DA Form 2765-1 from the hand-receipt holder.
 - (e) Verify completed turn-in card for accuracy of data.
 - (f) Forward completed turn-in card to the data processing activity.
- (5) *The data processing activity will:*
 - (a) From the receipts program of the depot property application, prepare a prepunched turn-in input card in accordance with paragraph 20e(2) and forward to the property book officer.
 - (b) Key punch overprint data in the prepunched turn-in input card and post to the property book records.
 - (c) Print transaction listing.

24. **Transfers.** Installations are authorized to transfer property directly between organization supply officers and/or hand-receipt holders. The property book officer will approve transfers between organization supply officers. Lateral transfers between two hand-receipt holders in the same organization supply office will be approved by the organization supply officer. (See fig 4 for document flow.)

a. *The losing activity will:*

- (1) Prepare 2 copies of the property book detail card for turn-in input as follows:

<i>Card columns</i>	<i>Explanation</i>
1-3	Document identifier code "ZDU."
4-6	Blank.
7	Financial accounting category.
8-22	Federal stock number.
23-27	TA/TDA or other authority.
28-32	Cost center code.
33	Blank.
34-43	Equipment serial number (if applicable).
44-48	Date of issue (if applicable).
49-51	Blank.
52	Budget code.
53-56	Document date.
57-60	Document serial number.
61-62	Blank.
63-71	Unit acquisition or issue price.
72-76	Quantity.
77	Type of record code.
78	Blank.
79-80	Unit of issue.

- (2) Forward material, copy 1 of the property book detail card, and unsigned hand-receipt card (document identifier code YAT) to the gaining activity.
- (3) File copy 2 of the property book detail card in suspense.

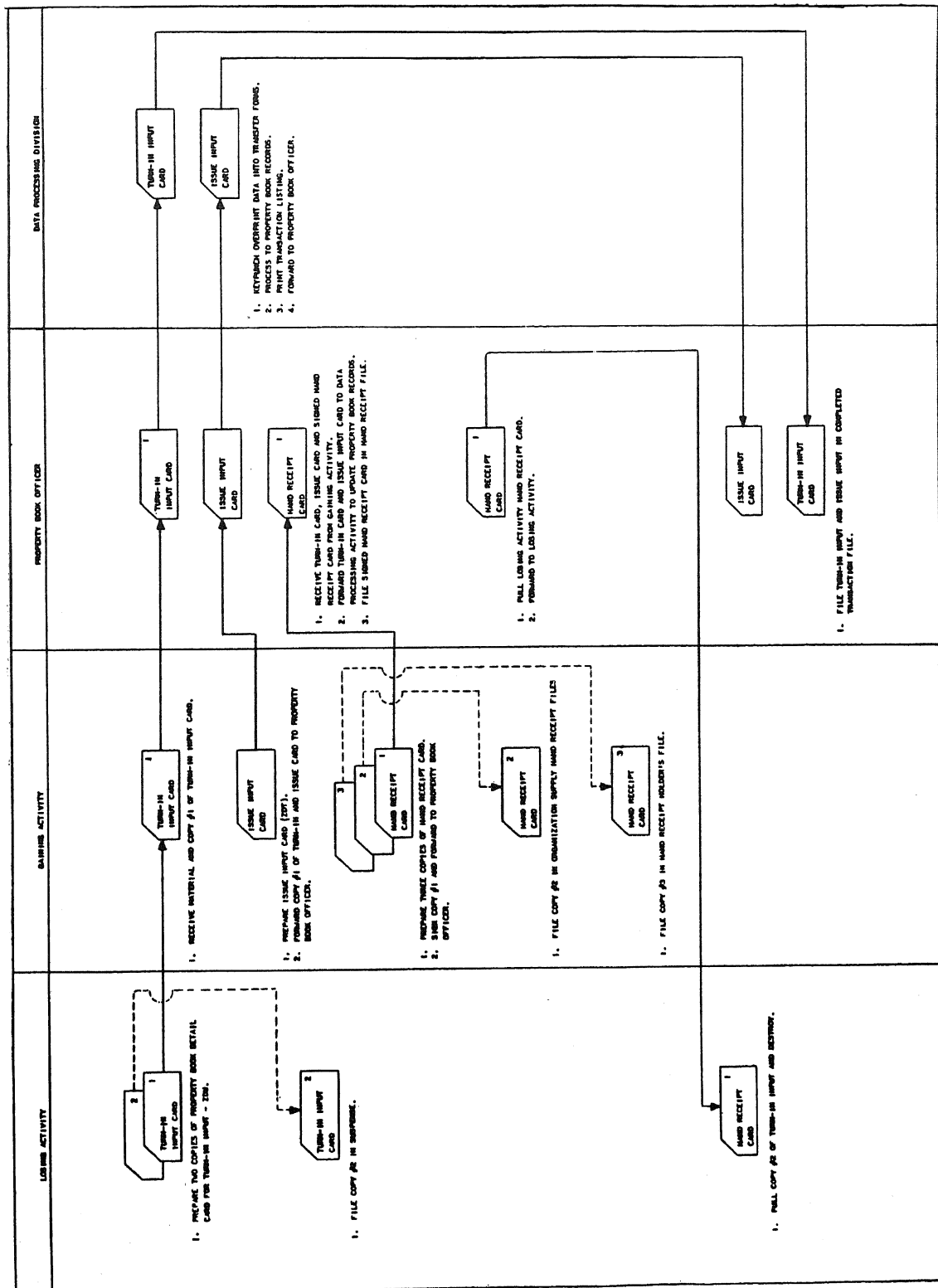


Figure 4. Document flow—Lateral transfer.

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- (4) Upon receipt of the signed hand-receipt card, destroy the suspense copy of the property book detail card and signed hand receipt card.

b. The gaining activity will:

- (1) Receive the material, copy 1 of the property book detail card, and unsigned hand-receipt card from the losing activity.
- (2) Prepare the property book detail card for issue input as follows:

<i>Card columns</i>	<i>Explanation</i>
1-3	Document identifier code "ZDT."
4-6	Blank.
7	Financial accounting category.
8-22	Federal stock number.
23-27	TA/TDA or other authority.
28-32	Cost center code.
33	Blank.
34-43	Equipment serial number (if applicable).
44-48	Date of issue (if applicable).
49-51	Blank.
52	Budget code.
53-56	Document date.
57-60	Document serial number.
61-62	Blank.
63-71	Unit acquisition or issue price.
72-76	Quantity.
77	Type of record code.
78	Blank.
79-80	Unit of issue.

- (3) Forward the turn-in input card and issue input card to the property book officer.
- (4) Prepare three copies of the hand-receipt card, utilizing the data on the unsigned hand-receipt card received from the losing activity as a basis.
- (5) Sign copy 1 of the hand-receipt card and forward to the property book officer.
- (6) File copy 2 in the organization supply hand-receipt file.
- (7) File copy 3 in the hand-receipt holders file.

c. The property book officer will:

- (1) Receive the turn-in input card, issue input card, and signed hand-receipt card from the gaining activity.
- (2) Forward the turn-in input card and issue input card to the data processing activity to update the property book records.
- (3) File the signed hand-receipt card in the hand-receipt file.
- (4) Pull the losing activity's signed hand-receipt card and forward to the losing activity.
- (5) Receive the processed turn-in input card and issue input card from the data processing activity and file in the completed transaction file.

d. The data processing activity will:

- (1) Key punch overprint data in the turn-in input and issue input cards.
- (2) Process to property book records.
- (3) Forward the turn-in input card and issue input card to the property book officer.

25. **Inventories.** The following inventories are required:

a. Upon Change of Hand-Receipt Holders.

- (1) A joint physical inventory will be taken by the incumbent and the individual assuming responsibility.
- (2) Discrepancies will be resolved in accordance with ARs 735-11 and 735-35.
- (3) The individual accepting the property will acknowledge receipt and responsibility below last item on last page of applicable property, listing the results of the inventory "per joint inventory," with signature and date.

b. By Hand-Receipt Holders, Annually.

- (1) A physical inventory will be taken annually by individuals holding property on hand receipt.
- (2) The requirement for the annual inventory will date from the date of the last inventory conducted.
- (3) Annual physical inventories are not required by quarters occupants holding property on hand receipt. A physical inventory and inspection is required only upon termination of quarters.

c. Upon Change of Property Book Officers:

- (1) A joint physical inventory will be accomplished on items in the custody of the property book officer and not issued on hand receipt.
- (2) Entries in the property book records will be verified to determine if they are supported by valid hand receipts. Assure validity of receipts by physical inventories of property covered by a representative sample of hand receipts.
- (3) Annotate below the last item on the last page "per joint inventory" with date and signature of the individual assuming informal accountability.
- (4) Execute the following statement and attach to the inventory listing:
 "I hereby assume responsibility and informal accountability for the property in the quantities shown on each page of this listing per joint inventory."

Date	Signed
------	--------

d. By Property Book Officer, of Items not Covered by Hand-Receipts. A physical inventory will be taken at least annually by the property book officer of those items recorded on the property records that are not covered by hand receipts. In addition, he will accomplish the following actions:

- (1) Verify balance on hand as recorded in the catalog data segment of the record to assure agreement with balances as recorded in the organizational data segment of the record and, where appropriate, with property physically on hand.
- (2) Ascertain that the entries in the organizational data record are supported by valid hand receipts.

e. Inventory Requests. (See fig 5 and 6 for document flow.) Requests for inventory as outlined above will be initiated by the property book officer, utilizing the inventory selection card (AMC-TAB Form 5041 (Property Book Detail Card)) prepared as follows:

Card columns	Explanation
1-3	Document identifier code "ZDZ."
4-27	Blank.
28-32	Cost center code.

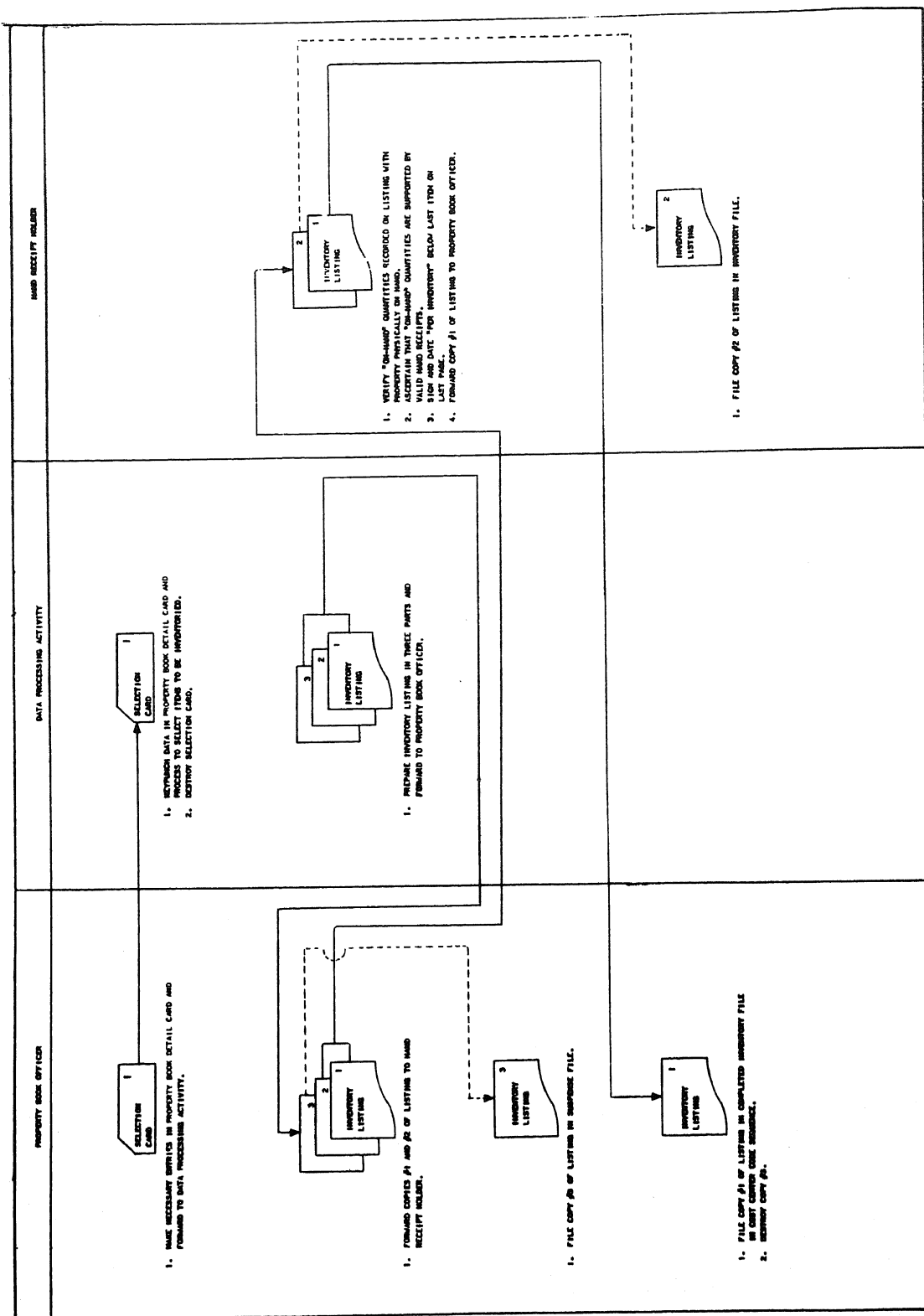


Figure 5. Document flow—Inventory listing (type 1 selection).

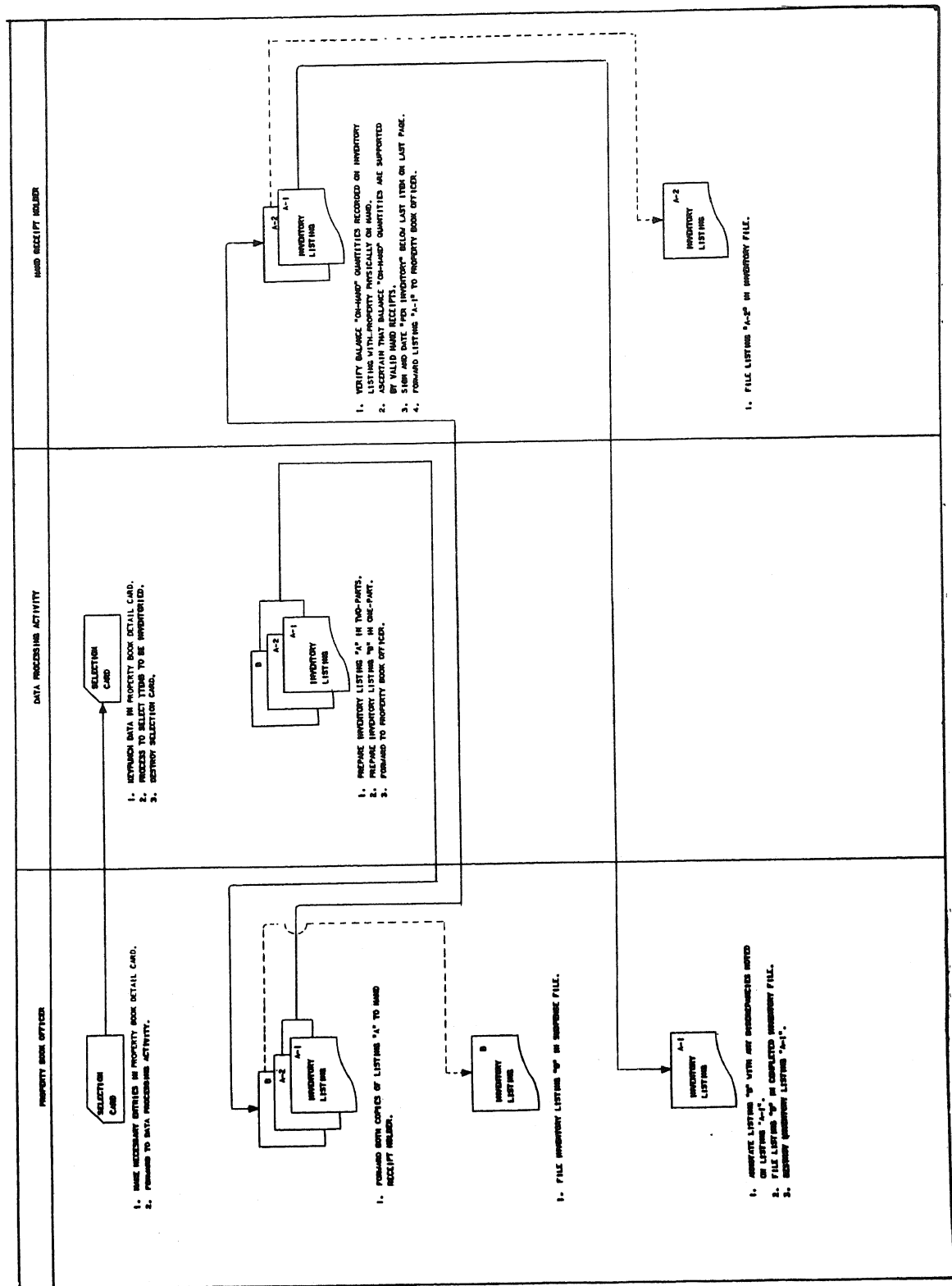


Figure 6. Document flow—Inventory listing (type 2 selection).

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<i>Card columns</i>	<i>Explanation</i>
33	Selection code. "1"—Select items for cost center code indicated in card columns 28 through 32. "2"—Select all items on the property book records.
34-80	Blank.

f. Property book officer will:

- (1) Receive the three-part listing on type "1" inventory selection from the data processing activity.
- (2) Remove copy 3 and hold in sequence.
- (3) Forward copies 1 and 2 to the applicable hand-receipt holder.
- (4) Receive the annotated first copy from the hand-receipt holder.
- (5) Perform verification in accordance with *d*(1) and (2) above.
- (6) Remove copy 3 from suspense and destroy.
- (7) File copy 1 in the completed inventory file in cost center code sequence.
- (8) On type "2" inventory selection, two inventory listings will be prepared. Listing "A" will be a two-part listing by cost-center code in FSN sequence. Listing "B" will be a one-part listing by FSN in cost center code sequence.
- (9) Forward both copies of listing "A" to the applicable hand-receipt holder.
- (10) Hold listing "B" in suspense for verification and research purposes.
- (11) Receive the annotated first copy of listing "A" from the hand-receipt holder.
- (12) Annotate listing "B" with any discrepancies noted on listing "A."
- (13) File copy 1 of listing "A" in the completed inventory file in cost center code sequence.
- (14) When inventory of all property has been accomplished and all discrepancies resolved, file listing "B" in the completed property book inventory file.

g. Hand-receipt holder will:

- (1) Receive two copies of the inventory listing from the property book officer.
- (2) Verify the balance-on-hand quantity recorded on the inventory listing with property physically on hand or accounted for in the "over" and/or "under" file with respect to set components.
- (3) Ascertain that balance-on-hand quantities recorded on the inventory listing are supported by valid hand receipts.
- (4) Initiate appropriate corrective action to resolve discrepancies disclosed as a result of inventory.
- (5) Sign and date "per inventory," below last item on last page of inventory listing.
- (6) File copy 2 of the inventory listing in the hand-receipt file.
- (7) Forward copy 1 of the inventory listing to the property book officer.

26. Component Item Accounting. Unit assemblies, kits, sets, chests, etc., will be accounted for on master-property-book records as a single line item. The hand-receipt holder will account for overages and/or shortages on DA Form 2062 (Hand Receipt/Annex No.). A separate annex file (folder) will be established to coincide with each organization data record against which components are over or short on issue to the hand-receipt holder or as a result of turn-in.

a. The hand receipt holder will:

- (1) Upon receipt of an assembly, kit, chest, etc., establish a file, as necessary, and assign a component item file number.

- (2) Initiate three copies of DA Form 2062 as follows:
 - (a) *Title block*. Enter component item file number.
 - (b) *From block*. Enter property book officer.
 - (c) *To block*. Enter cost center code.
 - (d) *Catalog number block*. Enter applicable supply publication number.
 - (e) *Modified allowance block*. Enter quantity of major item being issued.
 - (f) *Item block*. Enter major item FSN and noun.
 - (g) *Federal stock number (FSN) column*. Enter FSN of component items short and/or over in that sequence.
 - (h) *Item description column*. Enter description of component item.
 - (i) *Balance column*. Enter quantity over or short.
 - (j) *Top Margin of annex*. Enter major item serial number and indicate whether item is "C," "CP," or "NC" property. In event item is nonserially numbered "C" or "CP" property, enter date of issue in lieu of serial number.
- (3) Acknowledge overages by placing initials in appropriate balance column on line immediately following last overage entry.
- (4) Forward two copies of DA Form 2062 to the property book officer and establish copy 3 in suspense.
- (5) Receive a copy of DA Form 2062 from the property book officer and establish in file. Destroy suspense copy.

b. The property book officer will:

- (1) Verify shortages listed on DA Form 2062 against receipt document.
- (2) Acknowledge shortages by placing initials in balance column on line immediately following last shortage entry.
- (3) Establish copy 1 of DA Form 2062 in file and return the other copy to the hand-receipt officer.

c. Turn-In Component Items. Upon turn-in of a component item or receipt of a replacement, the hand-receipt holder will initiate DA Form 2062 to support the transaction in the component item files. The copy of DA Form 2062 retained by the hand-receipt holder on turn-ins will bear the signature of the property book officer. The copy of DA Form 2062 retained by the property book officer on issue of replacement components will bear the signature of the hand-receipt holder.

APPENDIX A

MASTER PROPERTY BOOK RECORD (ADP)

1. The master property book record format for an automatic data processing (ADP) application consists of two parts, i.e., the catalog data segment and the organizational data segment. Together they provide the ability to readily relate authorization data to the stock asset data as required by AR 735-35.

2. The catalog data segment takes the place of that portion of the property book in which the balances on hand represent a consolidation of all quantities of nonexpendable property authorized in applicable allowance media for the installation.

3. The organization data segment reflects property that has been issued on a hand-receipt, and for which an individual (hand-receipt holder) has been charged with direct responsibility for its care and safekeeping.

4. Data elements of the two segments are listed below:

a. Catalog Data Segment.

<i>Position</i>	<i>Description</i>	<i>Purpose</i>
1	Type of record code	Used to identify "NC" property, serially numbered "C" and "CP" property, and nonserially numbered "C" and "CP" property.
2	Financial accounting category code.	Accounting classification to distinguish between different types of property.
3-17	Federal stock number (FSN).	Used to record FSN or nonstandard stock number for identification purposes.
18-22	TA/TDA or other authority.	Indicates number of publication authorizing item on hand.
23-24	Unit of issue	Used as an aid in item identification (set, pair, each, etc.). The two-digit abbreviation of the standard unit of measure of the item.
25-33	Unit price	Latest unit acquisition or issue price. Used to determine the dollar value of "NC" property on hand to provide price for estimated replacement cost forecast.
34-63	Nomenclature	To provide specific item description.
64-68	Total allowance	To indicate quantity authorized by TA/TDA or other authority.
69	Component part indicator code.	Used to identify items requiring off-line component accounting.
70-77	Line item number	Used to identify the line item number recorded in the applicable TA/TDA or other authorization document.
78	Substitute indicator code	Used to indicate that the item is a substitute for another item.
79-83	On-hand quantity	Indicates total installation on-hand quantity.

<i>Position</i>	<i>Description</i>	<i>Purpose</i>
84-87	Date of last activity	Used to provide an audit trail for research of discrepancies.
88-92	Modified allowance	To indicate quantity locally determined essential for current operations.
93-100	Blank	
101	Funding and cataloging code.	Used to identify the applicable funding classification for the item such as stock fund, Operation and Maintenance, Army (OMA), fund, or Procurement of Equipment and Missiles, Army (PEMA), fund.
102-105	SPEED equipment category rollup code.	Used to identify specific types and categories of equipment. Used as a rollup code for preparing reports.
106-107	Blank	
108	Reportable item control code.	Used to categorize reportable equipment as to materiel readiness significance, in accordance with AR 711-5.

b. Organization Data Segment.

<i>Position</i>	<i>Description</i>	<i>Purpose</i>
1	Non-used item indicator	Used to indicate items of property in supply rooms or items not being utilized.
2	Financial accounting category.	Used to identify the organizational data segment back to the catalog data segment.
3-17	Federal stock number	Used to identify the organizational data segment back to the catalog data segment.
18-22	TA/TDA or other authority.	Used to identify the organizational data segment back to the catalog data segment.
23-27	Cost center code	Used to identify the activity that has direct responsibility for the item recorded on the organizational data record.
28	Blank	
29-38	Equipment serial number	Used to identify a specific item of capital or production equipment, in accordance with AR 735-20.
39-43	Date of issue	Used for item identification when there is no serial number for "C" or "CP" property.
44	Budget code	Used to identify the budget area of the activity having direct responsibility for the property budget program (BP 2200, BP 2300, BP 9000).
45-53	Acquisition cost	Indicates the actual acquisition cost for "C" and "CP" property. Latest standard price for "NC" property (see AR 735-5).
54-58	Quantity	Used to record the actual quantity issued to the hand-receipt holder.
59-62	Date of last activity	Used to identify the date of last activity for a specific organizational data record.
63-64	Blank	

APPENDIX B

CODES

1. Budget Codes.

<i>Code</i>	<i>Definition</i>
1	BP 2200
2	BP 2300
3	BP 9000

2. Component Part Indicator Code.

<i>Code</i>	<i>Definition</i>
C	Indicates an item requiring component accounting.
Blank	Indicates component accounting not required.

3. Decision Codes.

<i>Code</i>	<i>Explanation</i>
G01	No record in file.
G02	Unit of issue in input card does not agree with unit of issue recorded in master property book file.
G80	Invalid document identifier.
G6U	Invalid financial accounting category.
GS2	Stock number field of input card is invalid or incorrect.
G72	Quantity field in input card is incorrect or incomplete.
G6V	Cost center code field of the input card contains blanks.
671	Document number field is incorrect or incomplete.
G6X	Credit balance would have developed in the quantity field if input were processed.
G6Y	Cost center code is not in the file.
G7A	There is an authority variance or error.
G7B	Input is for a deletion and the quantity field contains other than a zero balance.
G7C	Information on record is same as information in add/delete/change card.
G7D	Type record code in input card does not agree with type record code established in master property record.
G7E	Type record code in input card is a "2" and equipment serial number field is blank or incomplete.
G7F	Type record code in input card is a "3" and date of issue field is blank or incomplete.
G7G	Financial accounting category does not agree with type record code.
GDB	Blanks in the TA/TDA or other authority field.
GDH	Serially numbered item already on file.
GDM	Invalid type change code.
GDN	Input is an addition card, and there is a catalog data record already established.
GDA	Input is for addition and there is only one change card.

4. Document Identifier Codes.

<i>Code</i>	<i>Explanation</i>
YAS	Inquiry card.
YAT	Hand receipt card.
ZDR	Add/delete/change card No. 1.
ZDS	Add/delete/change card No. 2.
ZDT	Issue card.
ZDU	Turn-in card.
ZDV	Adjustment card.
ZDX	Research card.
ZDZ	Inventory selection card.

5. Financial Accounting Category Codes.

<i>Code</i>	<i>Explanation</i>
S	Station property book item—"NC."
C	Capital property—"C."
P	Production equipment—"CP."

6. Reportable Item Control Transaction Codes.

<i>Code</i>	<i>Explanation</i>
A	Addition to file for reportable item control (RIC) code 1 item.
B	Deletion to file for RIC code 1 item.
C	Change to quantitative fields for RIC code 1 item.
J	Addition to file for RIC code 2 item.
K	Deletion to file for RIC code 2 item.
L	Change to quantitative fields for RIC code 2 item.

7. Selection Codes.

<i>Code</i>	<i>Explanation</i>
1	Used to select items for inventory of a specific cost center code.
2	Used to select all items for inventory, irrespective of cost center code.

8. Substitute Indicator Code.

<i>Code</i>	<i>Explanation</i>
S	Indicates that the item is a substitute for another item. Records with substitute indicator will contain line item numbers of the preferred item.
Blank	Not a substitute item.

9. Type Change Codes. *a.* These codes are used in add/delete/change card No. 1 to identify the type of change to be processed.

<i>Code</i>	<i>Explanation</i>
A	Addition.
B	Deletion.
C	Stock number change.
D	Unit of issue and price change.
E	Component part indicator change.
F	TA/TDA or other authority change.
G	Line item number (applicable TA/TDA).
H	Price change.
I	Substitute indicator.
K	Modified allowance change.
L	Total operating allowance change.

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b. These codes are used in add/delete/change card No. 2 to identify the type of change to be processed.

<i>Code</i>	<i>Explanation</i>
J	Nomenclature change.
M	Addition.
N	Line item number change (equipment status).
P	Funding and cataloging code change.
R	SPEED equipment category rollup code change.
S	Reportable item control code change.

10. **Type of Adjustment Codes.** These codes are used to identify the type of adjustment being processed and will appear in the adjustment card.

<i>Code</i>	<i>Explanation</i>
1	Report of survey.
2	Inventory adjustment report.
3	Cash collection voucher.
4	Statement of charges.
5	Quarterly report of operational breakage and losses.

11. **Type of Record Codes.**

<i>Code</i>	<i>Explanation</i>
1	Identifies an organizational data record for "NC" property.
2	Identifies an organizational data record for "C" or "CP" property that must be recorded by serial number.
3	Identifies an organizational data record for "C" or "CP" property not requiring serial number recording.

APPENDIX C

CARD ALINEMENTS¹

1. AMCTAB Form 5043 (Add/Delete/Change Card No. 1 (Document Identifier Code ZDR)). This card is used to add, delete, or change information on the master property book record file. See paragraph 9a, appendix B to determine fields affected by this card.

<i>Field legend</i>	<i>Card columns</i>	<i>Explanation and instructions</i>
Document identifier code	1-3	Enter "ZDR."
Decision code	4-6	Leave blank on input.
Financial accounting category code.	7	Enter the applicable code from paragraph 5, appendix B.
Federal stock number (FSN).	8-22	Enter the applicable FSN.
TA/TDA or other authority	23-27	Enter the number of the authorization document prescribing this item.
Modified allowance	28-32	Enter the modified allowance as prescribed by the modifying document.
Component part indicator code.	33	Enter code "C" or leave blank in accordance with paragraph 2, appendix B.
Line item number	34-41	Enter the line item number prescribed by the applicable TA/TDA or other authorization document.
Substitute indicator code	42	Enter code "S" or leave blank in accordance with paragraph 8, appendix B.
Total allowance	43-47	Enter the total allowance prescribed by the authorizing document.
Unit price	48-56	Enter the unit price of the item.
New stock number	57-71	Enter the new stock number if this is a stock number change.
New TA/TDA or other authority.	72-76	Enter the number of the new authorization document if this is a change in authority.
Type of record code	77	Enter the code from paragraph 11, appendix B that identifies the type of organizational data record to be processed against.
Type change code	78	Enter the code from paragraph 9, appendix B that identifies the type of change to be processed.
Unit of issue	79-80	Enter the unit of issue of the stock number. If this is a stock number change, this field will contain the unit of issue of the stock number in card columns 57 through 71.

2. AMCTAB Form 5043 (Add/Delete/Change Card No. 2 (Document Identifier Code ZDS)). This card is used to add, delete, or change information on the master property book record file. See paragraph 9a, appendix B to determine fields affected by this card.

¹AMCTAB Forms 5041, 5042, and 5043 will be available through normal AMC publications supply channels about 1 March 1967.

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<i>Field legend</i>	<i>Card columns</i>	<i>Explanation and instructions</i>
Document identifier code	1-3	Enter "ZDS."
Decision code	4-6	Leave blank on input.
Financial accounting category code.	7	Enter the applicable code from paragraph 5, appendix B.
Federal stock number (FSN).	8-22	Enter the applicable FSN.
TA/TDA or other authority	23-27	Enter the number of the authorization document prescribing this item.
Blank	28-32	Leave blank.
Funding and cataloging code	33	Enter the applicable code.
Equipment status line item number.	34-41	Enter the reportable equipment line item number prescribed in AR 711-140.
Nomenclature	42-71	Enter the nomenclature of the item.
SPEED equipment category rollup code.	72-75	Enter the applicable code.
Reportable item control code	76	Enter the applicable code prescribed for this item in AR 711-140.
Type of record code	77	Enter the code from paragraph 11, appendix B, that identifies the type of organizational data record to be processed against.
Type change code	78	Enter the code from paragraph 9, appendix B, that identifies the type of change to be processed.
Blank	79-80	Leave blank.

3. Adjustment Card, Document Identifier Code ZDV (AMCTAB Form 5041, (Property Book Detail Card)). *a.* This card is used to post quantitative adjustments to the property book records as a result of inventory adjustment reports, reports of survey, etc.

b. The AMCTAB Form 5041 (Property Book Detail Card) has been designed to accommodate adjustment card entries.

<i>Field legend</i>	<i>Card columns</i>	<i>Explanation and instructions</i>
Document identifier code	1-3	Enter "ZDV."
Decision code	4-6	Leave blank on input.
Financial accounting category code.	7	Enter the applicable code from paragraph 5, appendix B.
Federal stock number (FSN).	8-22	Enter the applicable FSN.
TA/TDA or other authority	23-27	Enter the number of the authorization document prescribing this item.
Cost center code	28-32	Enter the applicable cost center code that identifies the responsible hand-receipt holder.
Blank	33	Leave blank.
Equipment serial number	34-43	Enter, if applicable, the serial number of the item.
Date of issue	(44-48)	Enter the date of issue, if applicable, as follows:
Year	44-45	Enter the last two digits of the calendar year.
Day	46-48	Enter the consecutive date of the year.
Blank	49-51	Leave blank.
Budget code	52	Enter the applicable code from paragraph 1, appendix B.
Document date	(53-56)	Enter the date of the source document for the adjustment as follows:

<i>Field legend</i>	<i>Card columns</i>	<i>Explanation and instructions</i>
Year	53	Enter the last digit of the year.
Day	54-56	Enter the consecutive day of the year.
Document serial number	57-60	Enter the serial number of the source document for the adjustment.
Blank	61-62	Leave blank.
Unit acquisition or issue price.	63-71	Enter the price of the item as reflected at time of pickup on the property book.
Quantity	72-76	Enter the quantity to be adjusted.
Type of record code	77	Enter the code from paragraph 11, appendix B that identifies the type of organizational data record to be processed against.
Type adjustment code	78	Enter the applicable code from paragraph 10, appendix B, that identifies the reason for adjustment.
Unit of issue	79-80	Enter the two-digit unit of issue code.

4. **Equipment Status Card (General Purpose Card Form (GPCF)).** This card is punched by the data processing activity as actions are processed against certain reportable items contained in the property book. The elements of data contained in this appendix are compatible in alinement with those reflected in the item detail card (GPCF) prescribed in AR 711-5, in order that through the addition of other elements of data, this card may be used for reporting.

<i>Field legend</i>	<i>Card columns</i>	<i>Explanation and instructions</i>
Special designation code	1	Enter "D" when the substitute indicator code on the master property book record indicates that this item is a substitute, otherwise, leave blank. This data will be entered manually.
Line item number	2-7	Enter the equipment status line item number reflected on the master property book record. On substitutes for nonreportable authorized items, enter the TA/TDA or other authority line item number in this field.
Reserved	8-9	Leave blank.
Type authorization control code.	10	Leave blank. This data will be entered manually.
Item master card data	11-12	Leave blank. Data in these columns will be obtained from the item master card.
TA/TDA allowance quantity	13-17	Enter the quantity authorized by the TA/TDA or other authorization document.
Minimum essential training requirement (METR) or organization and equipment guide (OEG) quantity (see AR 711-5).	18-22	Leave blank.
Modified allowance	23-27	Enter the modified allowance as shown on the master property book record. <i>Note.</i> When reporting on substitute items, data will be entered in card columns 13 through 27 as follows: 13 Leave blank. 14-19 Enter the equipment status line item number of the substitute. 20-27 Leave blank. The commodity manager code in card column 22 will be entered manually.

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<i>Field legend</i>	<i>Card columns</i>	<i>Explanation and instructions</i>
On-hand quantity	28-32	Enter the quantity on hand in the master property book record.
Day of report	33-35	Leave blank.
Control punch	36	Enter "9" when the TA/TDA line item number of the substitute item appears in card columns 2 through 7. Otherwise, data in this column will be obtained from the item master card.
RACC	37-45	Leave blank. Data in these columns will be obtained from the reporting activity control card (RACC).
Federal stock number (FSN).	46-56	Enter the FSN of the item being reported.
Item description	57-78	Leave blank. Data in these columns will be obtained from the item master card.
RACC data	79	Leave blank. Data in this column will be obtained from the RACC.
RIC/transaction code	80	Enter the appropriate code from paragraph 6, appendix B.

5. AMCTAB Form 5042 (Hand Receipt Card (Document Identifier Code YAT)). This card is used as a receipt to be signed by the individual accepting direct responsibility for property being issued.

<i>Field legend</i>	<i>Card columns</i>	<i>Explanation and instructions</i>
Document identifier code	1-3	Enter "YAT."
Hand receipt file number	4-6	Enter the hand-receipt file number assigned for this issue. For component accounting, this field will contain the overage/shortage file number.
Financial accounting category code.	7	Enter the applicable code from paragraph 5, appendix B.
Federal stock number (FSN).	8-22	Enter the FSN of the item being issued.
Date of issue	(23-27)	Enter the date of issue as follows:
Year	23-24	Enter the last two digits of the calendar year.
Day	25-27	Enter the consecutive day of the year.
Cost center code	28-32	Enter the applicable cost center code that identifies the responsible hand-receipt holder.
Blank	33	Leave blank.
Equipment serial number	34-43	Enter the serial number of the property being issued, if applicable.
Nomenclature	44-73	Enter the item description (including the make and model/number).
Quantity	74-78	Enter the quantity of the item being issued.
Unit of issue	79-80	Enter the two-digit unit of issue code.

6. Inquiry Card, Document Identifier Code YAS (AMCTAB Form 5041, (Property Book Detail Card)). a. This card is used to request a complete print-out of a selected record for a specific item.

b. The AMCTAB Form 5041 (Property Book Detail Card) has been designed to accommodate inquiry card entries.

<i>Field legend</i>	<i>Card columns</i>	<i>Explanation and instructions</i>
Document identifier code	1-3	Enter "YAS,"
Decision code	4-6	Leave blank on input.
Financial accounting category code.	7	Enter the applicable code from paragraph 5, appendix B.
Federal stock number (FSN).	8-22	Enter the FSN of the item being reviewed.
TA/TDA or other authority	23-27	Enter the number of the document authorizing this item.
Blank	28-80	Leave blank.

7. Inventory Selection Card, Document Identifier Code ZDZ (AMCTAB Form 5041 (Property Book Detail Card)). a. This card is used as a request to obtain a listing of specific property to be inventoried.

b. The AMCTAB Form 5041 (Property Book Detail Card) has been designed to accommodate inventory selection card entries.

<i>Field legend</i>	<i>Card columns</i>	<i>Explanation and instructions</i>
Document identifier code	1-3	Enter "ZDZ."
Decision code	4-6	Leave blank on input.
Blank	7-27	Leave blank.
Cost center code	28-32	Enter the cost center code that identifies the hand-receipt holder when card column 33 contains a "1." Leave blank when card column 33 contains other than a "1."
Selection code	33	Enter the applicable code from paragraph 7, appendix B, that identifies the type of inventory listing desired.
Blank	34-80	Leave blank.

8. Issue Card, Document Identifier Code ZDT (AMCTAB Form 5041 (Property Book Detail Card)). a. This card is used to post to the property book records, the issue of an item to a hand-receipt holder.

b. The AMCTAB Form 5041 (Property Book Detail Card) has been designed to accommodate issue card entries.

<i>Field legend</i>	<i>Card columns</i>	<i>Explanation and instructions</i>
Document identifier code	1-3	Enter "ZDT."
Decision code	4-6	Leave blank on input.
Financial accounting category code.	7	Enter the applicable code from paragraph 5, appendix B.
Federal stock number (FSN).	8-22	Enter the FSN of the item being issued.
TA/TDA or other authority	23-27	Enter the number of the document authorizing this item.
Cost center code	28-32	Enter the code that identifies the hand-receipt holder receiving the item.
Blank	33	Leave blank.
Equipment serial number	34-43	Enter the serial number of the item being issued, if applicable.
Date of issue	(44-48)	Enter the date of issue as follows:
Year	44-45	Enter the last two digits of the calendar year.
Day	46-48	Enter the consecutive day of the year.
Blank	49-51	Leave blank.
Budget code	52	Enter the applicable code from paragraph 1, appendix B.

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<i>Field legend</i>	<i>Card columns</i>	<i>Explanation and instructions</i>
Document date	53-56	Enter the date of the request document.
Document serial number	57-60	Enter the serial number assigned to the request document.
Blank	61-62	Leave blank.
Unit acquisition or issue price.	63-71	Enter the price of the item being issued.
Quantity	72-76	Enter the quantity of the item being issued.
Type of record code	77	Enter the code from paragraph 11, appendix B, that identifies the type of organizational data record to be processed against.
Blank	78	Leave blank.
Unit of issue	79-80	Enter the two-digit unit of issue code.

9. Turn-In Card, Document Identifier Code ZDU (AMCTAB Form 5041 (Property Book Detail Card)). a. This card is used to post to the master property book records the turn-in of an item by a hand-receipt holder to the accountable officer.

b. The AMCTAB Form 5041 (Property Book Detail Card) has been designed to accommodate turn-in card entries.

<i>Field legend</i>	<i>Card columns</i>	<i>Explanation and instructions</i>
Document identifier code	1-3	Enter "ZDU."
Decision code	4-6	Leave blank on input.
Financial accounting category code.	7	Enter the applicable code from paragraph 5, appendix B.
Federal stock number (FSN).	8-22	Enter the FSN of the item being turned in.
TA/TDA or other authority	23-27	Enter the number of the authorization document.
Cost center code	28-32	Enter the code that identifies the hand-receipt holder initiating the turn-in and record to be adjusted.
Blank	33	Leave blank.
Equipment serial number	34-43	Enter the serial number of the item being turned in, if applicable.
Date of issue	(44-48)	Enter the date of issue as follows:
Year	44-45	Enter the last two digits of the calendar year.
Day	46-48	Enter the consecutive day of the year.
Blank	49-51	Leave blank.
Budget code	52	Enter the applicable code from paragraph 1, appendix B.
Document date	53-56	Enter the date of the turn-in document.
Document serial number	57-60	Enter the serial number assigned to the turn-in document.
Blank	61-62	Leave blank.
Unit acquisition or issue price.	63-71	Enter the price of the item as shown when issued.
Quantity	72-76	Enter the quantity of the item being turned in.
Type of record code	77	Enter the code from paragraph 11, appendix B, that identifies the type of organizational data record to be processed against.
Blank	78	Leave blank.
Unit of issue	79-80	Enter the two-digit unit of issue code.

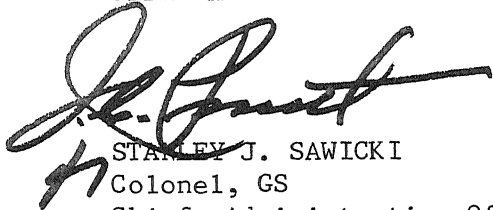
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(AMCMS-E)

FOR THE COMMANDER:

SELWYN D. SMITH, JR.
Major General, USA
Chief of Staff

OFFICIAL:

A handwritten signature in dark ink, appearing to read "Stanley J. Sawicki", with a stylized flourish at the end.

STANLEY J. SAWICKI
Colonel, GS
Chief, Administrative Office

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and AMCIG
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